

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position Engineering Coordinator	
		Division and/or Subdivision Northern Region Headquarters	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Davis	
		Class Title of Position Civil Engineer	
		Position Number 541-101-3130-003	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	Under the supervision of the Deputy Chief, Technical Services have a working knowledge of and perform the following, but not limited to:  *Prepare plans, designs, specifications, contracts, cost estimates, CEQA packages and schedules for improvement and repair projects, and acts as project coordinator and administrator. Coordinate construction projects with Supervisor. *Represent Region Technical Services and serve as a liaison with the Department of General Services during the acquisition, design and construction phases of Major and Minor Capital Outlay projects, as wells as any other Special Projects within the Region.		
20%	*Consult on construction activities and conduct required inspections and structural observation for assigned projects.		
15%	*Provide engineering counsel to the Region, Units, Deputy Chief Technical Services and technical guidance to the Technical Services Staff.		
15%	Assist department staff in developing, revising and estimating costs for Capital Outlay Budget Change Proposals (COBCP).		
5%	Provide technical counsel and supervision in matters concerning design of water and waste water systems for department facilities.		
5%	Provide peer engineering review for plans and calculations (prepared by other engineers.)		
5%	Other duties as required, including emergency incident activities.  *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
<b>Equal Employment Opportunity (EEO) Statement:</b> All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: Overnight travel may be required. Ability to obtain and maintain certified purchaser status. Ability to drive a state vehicle to various job site locations. May be required to work nights, weekends or extended hours.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	